

# Letter of Engagement

**Ref.No.: CUST0001/LOE/2024-2025/00001**

Date: 28 Jul 2025

Cust1

Dear: Cust1

Sub: Engagement letter – Letter of Engagement in ICAI Format for the year ended 2024-2025

## 1. The objective and scope of the audit

You have requested that we audit the financial statements of Customer 1 which comprise the Balance Sheet as at 31st March, 2024, the Statement of Profit and Loss and the (Cash Flow Statement1) for the year then ended and notes to the financial statements including a summary of significant accounting policies and other explanatory information. We are pleased to confirm our acceptance and our understanding of this engagement by means of this letter.

The objectives of our audit are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Standards on Auditing (SAs) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

## 2. The responsibilities of the auditor

We will conduct our audit in accordance with the Standards on Auditing (SAs) specified under Section 143(10) of the Companies Act 2013. Those Standards require that we comply with ethical requirements. As part of an audit in accordance with SAs, we exercise professional judgment and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances but not for the purpose of expressing an opinion on the effectiveness of the company's internal control. However, we will communicate to you in writing concerning any significant deficiencies in internal control relevant to the audit of the financial statements that we have identified during the audit.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Company's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Company to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, there is an unavoidable risk that some material misstatements may not be detected, even though the audit is properly planned and performed in accordance with SAs.

## 3. [Reporting]

[Insert appropriate reference to the expected form and content of the auditor's report including, if applicable, the reporting on other information in accordance with SA 720 (Revised).]

The form and content of our report may need to be amended in the light of our audit findings.

Please sign and return the attached copy of this letter to indicate your acknowledgement of, and agreement with, the arrangements for our audit of the financial statements including our respective responsibilities.

#### **4. The responsibilities of management and identification of the applicable financial reporting framework**

Our audit will be conducted on the basis that [management and, where appropriate, those charged with governance] acknowledge and understand that they have responsibility:

(a) For the preparation of financial statements that give a true and fair view in accordance with the Financial Reporting Standards. This includes:

(i) The responsibility for the preparation of financial statements on a going concern basis.

(ii) The responsibility for selection and consistent application of appropriate accounting policies, including implementation of applicable accounting standards along with proper explanation relating to any material departures from those accounting standards.

(iii) The responsibility for making judgements and estimates that are reasonable and prudent so as to give a true and fair view of the state of affairs of the company at the end of the financial year and of the profit or loss of the company for that period.

(b) For such internal control as [management] determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error: and

(c) To provide us with:

(i) Access, at all times, to all information, including the books, account, vouchers and other records and documentation, of the company, whether kept at the head office of the company or elsewhere, of which [management] is aware that is relevant to the preparation of the financial statements such as records, documentation and other matters:

(ii) Additional information that we may request from [management] for the purpose of the audit: and

(iii) Unrestricted access to persons within the company from whom we determine it necessary to obtain audit evidence. This includes our entitlement to require from the officers of the company such information and explanations as we may think necessary for the performance of our duties as auditor.

As part of our audit process, we will request from [management and, where appropriate, those charged with governance], written confirmation concerning representations made to us in connection with the audit.

We also wish to invite your attention to the fact that our audit process is subject to `peer review` under the Chartered Accountants Act, 1949 to be conducted by an Independent reviewer. The reviewer may inspect, examine or take abstract of our working papers during the course of the peer review.

We look forward to full cooperation from your staff during our audit.

[Other relevant information]

[Insert other information, such as fee arrangements, billings<sup>2</sup> and other specific terms, as appropriate.]

#### **Additional Fees**

Details of Engagement Estimate for the Letter of Engagement in Statutory Audit to Cust1

SI No	Expense Name	Charges In INR
1	Filing Charges	10000.00
2	Professional Fee	50000.00
	<b>Total</b>	<b>60000.00</b>

Very truly yours,

**A1; ABCD; ASB; HP; infinity; Mindtree; Nayana & Co; Raju & Co; Rakesh & Co; S&S; Start; T1; TRACe Test Demo and Co.; UBC; Varun & co; Venu**

[Firm Name]

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We agree to the terms of the engagement described in this letter.

**Cust1**  
[Client Name]

[Signature]

[Date]

## Profile / Information about the Auditee

SI No	Particulars	Details
1	Name of the auditee	Cust1
2	Financial year of Audit	2024-2025
3	Period of Audit (i.e. From dd/mm/yyyy to dd/mm/yyyy)	01/01/1900 to 01/01/1900
4	Constitution	Partnership firms
5	Changes in constitution during the year	
6	Nature of Audit to be conducted – <ul style="list-style-type: none"> <li>• Statutory Audit</li> <li>• Tax Audit</li> <li>• Charitable/Religious Trust Audit</li> <li>• Special Audit</li> <li>• Internal/Other</li> </ul>	
7	Address(es) of places of Business	Bangalore : Bangalore
8	Audit scope (whole/specific unit)	
9	Phone numbers of all places of business	Bangalore :
10	Fax numbers of all places of business	
11	E-mail addresses of all places of business	Bangalore :
12	Date of Incorporation/Formation	01/01/2020
13	Company (CIN)/Firm Registration Number	
14	Income Tax PAN	
15	TAN of all units	
16	Central Excise Registration Numbers	
17	Service Tax Registration Numbers	
18	VAT Registration Numbers	
19	GST Registration Numbers	
20	Import Export Code Number (IEC)	
21	Bank Account Details	
22	Key persons for audit interaction	
23	Contact person/ Coordinator	
24	Nature of Business / Core Activity	
25	Brief note on the manufacturing process	
26	Main products / By-products	
27	Main Raw materials used	
28	Method of Accounting	
29	Method of Book keeping	
30	Accounting package used & generated reports	
31	List of books (computerized/manual)	
32	Covered by Internal Audit	
33	Other entities where directors are interested	
34	Nature of such interest	
35	DIN of all Directors	

Very truly yours,

**For A1; ABCD; ASB; HP; infinity; Mindtree; Nayana & Co; Raju & Co; Rakesh & Co; S&S; Start; T1; TRACe Test Demo and Co.; UBC; Varun & co; Venu**

[Designation]

Place :

Date :

# **Annexure A to the Independent Auditor`s Report**

**Ref.No.: CUST0001/AUD/2024-2025/00001 - Statutory Audit**

Date: 28 Jul 2025

Cust1

Very truly yours,

**A1; ABCD; ASB; HP; infinity; Mindtree; Nayana & Co; Raju & Co; Rakesh & Co; S&S; Start; T1;**

**TRACe Test Demo and Co.; UBC; Varun & co; Venu**

Chartered Accountant

# **Annexure B to the Independent Auditor`s Report**

**Ref.No.: CUST0001/AUD/2024-2025/00001 - Statutory Audit**

Date: 28 Jul 2025

Cust1

Very truly yours,

**A1; ABCD; ASB; HP; infinity; Mindtree; Nayana & Co; Raju & Co; Rakesh & Co; S&S; Start; T1;**

**TRACe Test Demo and Co.; UBC; Varun & co; Venu**

Chartered Accountant

# Communication about material weakness with Audit committees at or near conclusion of the audit

**Ref.No.: CUST0001/AUD/2024-2025/00001 - Statutory Audit**

Date: 28 Jul 2025

Cust1

Very truly yours,

**A1; ABCD; ASB; HP; infinity; Mindtree; Nayana & Co; Raju & Co; Rakesh & Co; S&S; Start; T1; TRACe Test Demo and Co.; UBC; Varun & co; Venu**

Chartered Accountant



# Communication with Audit committees at or near conclusion of the audit

**Ref.No.: CUST0001/AUD/2024-2025/00001 - Statutory Audit**

Date: 28 Jul 2025

Cust1

Very truly yours,

**A1; ABCD; ASB; HP; infinity; Mindtree; Nayana & Co; Raju & Co; Rakesh & Co; S&S; Start; T1; TRACe Test Demo and Co.; UBC; Varun & co; Venu**

Chartered Accountant

# Independent Auditors Report

**Ref.No.: CUST0001/AUD/2024-2025/00001 - Statutory Audit**

Date: 28 Jul 2025

Cust1

Very truly yours,

**A1; ABCD; ASB; HP; infinity; Mindtree; Nayana & Co; Raju & Co; Rakesh & Co; S&S; Start; T1;  
TRACe Test Demo and Co.; UBC; Varun & co; Venu**

Chartered Accountant

# Management Representation Letter (MRL)

**Ref.No.: CUST0001/AUD/2024-2025/00001 - Statutory Audit**

Date: 28 Jul 2025

Cust1

Very truly yours,

**A1; ABCD; ASB; HP; infinity; Mindtree; Nayana & Co; Raju & Co; Rakesh & Co; S&S; Start; T1;**

**TRACe Test Demo and Co.; UBC; Varun & co; Venu**

Chartered Accountant

# Report of Independent Registered Public Accounting firm

**Ref.No.: CUST0001/AUD/2024-2025/00001 - Statutory Audit**

Date: 28 Jul 2025

Cust1

Very truly yours,

**A1; ABCD; ASB; HP; infinity; Mindtree; Nayana & Co; Raju & Co; Rakesh & Co; S&S; Start; T1;**

**TRACe Test Demo and Co.; UBC; Varun & co; Venu**

Chartered Accountant

# Conduct Audit Report

Client Name: Cust1

Audit No: CUST0001/AUD/2024-2025/00001 - Statutory Audit

## Work Paper Details

Workpaper Name:	Audit procedure1
Created By and Date:	Admin, 20/06/2025
Workpaper No:	CUST0001/AUD/2024-2025/00001/WP004
Reviewed By and Date:	,
Type of Test:	
Status:	WIP
Notes/Steps:	Nil
Deviations/Exceptions Noted:	Deviations noted
Critical Audit Matter(CAM):	CAM
Conclusion:	conclusion
Attachments:	
Workpaper Name:	Audit procedure123
Created By and Date:	Admin, 20/06/2025
Workpaper No:	CUST0001/AUD/2024-2025/00001/WP003
Reviewed By and Date:	,
Type of Test:	
Status:	WIP
Notes/Steps:	Nil
Deviations/Exceptions Noted:	Deviations noted
Critical Audit Matter(CAM):	CAM
Conclusion:	conclusion
Attachments:	
Workpaper Name:	Audit procedure12
Created By and Date:	Admin, 20/06/2025
Workpaper No:	CUST0001/AUD/2024-2025/00001/WP002
Reviewed By and Date:	,
Type of Test:	
Status:	WIP
Notes/Steps:	Nil12
Deviations/Exceptions Noted:	Deviations noted12
Critical Audit Matter(CAM):	CAM12
Conclusion:	conclusion12
Attachments:	

<b>Workpaper Name:</b>	Audit procedure
<b>Created By and Date:</b>	Admin, 08/03/2025
<b>Workpaper No:</b>	CUST0001/AUD/2024-2025/00001/WP001
<b>Reviewed By and Date:</b>	Admin, 11/07/2025
<b>Type of Test:</b>	
<b>Status:</b>	WIP
<b>Notes/Steps:</b>	Nil
<b>Deviations/Exceptions Noted:</b>	Deviations noted
<b>Critical Audit Matter(CAM):</b>	CAM
<b>Conclusion:</b>	conclusion
<b>Attachments:</b>	

### Conduct Audit Details

SI No	Heading	Check Point	Comments	Annexures
1	Balance Sheet Checklist - ASSETS - NON-CURRENT ASSETS - Property, Plant and Equipment	Are Property, Plant and Equipment classified as under: a. Land	Remarks	
2	Balance Sheet Checklist - ASSETS - NON-CURRENT ASSETS - Property, Plant and Equipment	Are Property, Plant and Equipment classified as under: b. Buildings		
3	Balance Sheet Checklist - ASSETS - NON-CURRENT ASSETS - Property, Plant and Equipment	Are Property, Plant and Equipment classified as under: c. Plant and Equipment		
4	Balance Sheet Checklist - ASSETS - NON-CURRENT ASSETS - Property, Plant and Equipment	Are Property, Plant and Equipment classified as under: d. Furniture and Fixtures		
5	Balance Sheet Checklist - ASSETS - CURRENT ASSETS - Current Investments	Are Current Investments classified as: b. Investments in Preference Shares:		
6	Balance Sheet Checklist - ASSETS - CURRENT ASSETS - Current Investments	Are Current Investments classified as: c. Investments in Government or trust securities:		
7	Balance Sheet Checklist - ASSETS - CURRENT ASSETS - Current Investments	Are Current Investments classified as: d. Investment in debentures or bonds		
8	Balance Sheet Checklist - ASSETS - CURRENT ASSETS - Current Investments	Are Current Investments classified as: e. Investments in Mutual Funds:		
9	Balance Sheet Checklist - ASSETS - CURRENT ASSETS - Current Investments	Are Current Investments classified as: f. Investments in Partnership		

SI No	Heading	Check Point	Comments	Annexures
9	Balance Sheet Checklist - ASSETS - CURRENT ASSETS - Current Investments	Firms:		
10	Balance Sheet Checklist - ASSETS - CURRENT ASSETS - Current Investments	Are Current Investments classified as: g. Other non-current investments (specifying nature)		
11	Balance Sheet Checklist - ASSETS - CURRENT ASSETS - Current Investments	Is aggregate amount of unquoted investments disclosed?		
12	Balance Sheet Checklist - ASSETS - CURRENT ASSETS - Cash and cash Equivalents	Are Cash and cash equivalents classified as: b. Cheques, drafts on hand:		
13	Balance Sheet Checklist - ASSETS - CURRENT ASSETS - Cash and cash Equivalents	Are Earmarked balances with banks (for example, for unpaid dividend) separately stated?		
14	Balance Sheet Checklist - ASSETS - CURRENT ASSETS - Cash and cash Equivalents	Are Balances with banks to the extent held as margin money or security against the borrowings, guarantees, other commitments disclosed separately?		
15	Balance Sheet Checklist - ASSETS - CURRENT ASSETS - Cash and cash Equivalents	Are Repatriation restrictions, if any, in respect of cash and bank balances separately stated?		
16	Balance Sheet Checklist - ASSETS - CURRENT ASSETS - Cash and cash Equivalents	Are Bank deposits with > 12 months maturity disclosed separately?		